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Chief Executive Officer

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June 4, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

PUBLIC LIBRARY: APPROVE PURCHASE AND INSTALLATION OF MODULAR BUILDING AT LIBRARY HEADQUARTERS (C.P. 77532) (FOURTH DISTRICT) (3 VOTES)

SUBJECT

The Public Library is requesting Board approval to proceed with the purchase and installation of a modular building to relieve overcrowding at its Library Headquarters in Downey.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act.
2. Approve the Library Headquarters Modular Building project (C.P. 77532) with a project budget of \$510,000 for the purchase and installation of a modular building at the Public Library Headquarters.
3. Authorize the Public Library and the Internal Services Department to proceed with the completion and delivery of the project.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will authorize the County Librarian to purchase and install a 1,440 square foot modular building at the Public Library Headquarters (Headquarters) in Downey. The trailer will relieve overcrowding and improve the work environment for the employees.

Background

The Headquarters building was constructed in 1983, and enabled the Public Library (Department) to consolidate all of its central administrative and support operations in a single location. The original design of the building included open office suites with modular office systems furniture to maximize the efficient layout of work areas. The number of employees in the building has increased from less than 200 when it opened in 1983 to over 250 currently. This increase is due to changes in the Department's programs and budget over the intervening 25 years, plus the consolidation of programs resulting in relocation of staff from field locations to Headquarters. Even with periodic rearrangements and expansion of the office systems furniture to accommodate staffing changes, many of the office areas at the Headquarters are overcrowded.

The Department does not have sufficient funding for construction of a permanent expansion at Headquarters. However, there is space available at Headquarters to accommodate the placement of a modular building on a landscaped area adjacent to the front entrance. The purchase and installation of a modular building is the most cost effective solution to the facility's space needs with the resources available.

The project scope includes the purchase and installation of a 24 feet x 60 feet modular building, which would accommodate up to 16 work stations. The scope also includes the purchase of modular office systems furniture and building equipment, site preparation work (including relocation of a fire hydrant and light standard, and site drainage improvements), and connection to existing utilities at Headquarters.

The modular building will be compliant with the Americans with Disabilities Act. The Internal Services Department (ISD) is providing the site preparation work and associated site improvements for the project. Completion of the modular building's acquisition and installation is anticipated in early 2009.

Sustainable Design Program

The project will support your Board's Sustainable Design Program by incorporating energy efficient appliances, use of energy efficient building materials, energy use reduction

measures, construction waste diversion from landfills through reduced construction waste, and collection of recyclables during ongoing operation of the modular unit.

Implementation of Strategic Plan Goals

Approval of the project is consistent with the County Strategic Plan Goals of Service Excellence (Goal 1), Workforce Excellence (Goal 2), and Fiscal Responsibility (Goal 4). Service Excellence is enhanced by improving the quality, availability and accessibility of library services to the public. Workforce Excellence is enhanced by creating a safe, secure and positive work environment. Fiscal Responsibility is enhanced by investing in public infrastructure.

FISCAL IMPACT/FINANCING

The total project cost is estimated at \$510,000, including \$214,000 for acquisition of the modular building, \$146,000 for site preparation and building installation, and \$150,000 for equipment and furnishings. The project will be funded from \$600,000 in savings from the Public Library's 2006-07 operating budget, which is currently appropriated in the 2007-08 Capital Projects Budget.

The \$150,000 in funding for equipment and furnishings will be transferred to the Public Library's operating budget for acquisition as part of the recommended Final Changes to the 2008-09 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004, this renovation project is exempt from providing and/or financing Civic Art since the eligible design and construction costs are less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act pursuant to State Guidelines Section 15303(c) and Class 3, Subsection (d) in Appendix G of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987. Under this categorical exemption, construction of small structures, including offices not exceeding 2,500 square feet in floor space, are exempt.

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CONTRACTING PROCESS

ISD will issue a purchase order with an agreement vendor for the purchase and installation of the modular building on the prepared site. ISD will also provide for the connection of utilities to make the modular building operational.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current services at Headquarters resulting from this project. Completion of the project will relieve overcrowding.

CONCLUSION

Upon approval of the recommendations, please return one adopted, stamped copy of this letter to my office, and one to the Public Library.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MDT:DL
JSE:DJT:DL:zu

c: Auditor-Controller
County Counsel
Internal Services Department
Office of Affirmative Action Compliance
Public Library